Memorandum

Date:

December 11, 2009

To:

Buttonwillow Area

Attention: Lieutenant D. L. Green

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.13159.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Buttonwillow Area was conducted on February 4, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E).

According to the OPI inventory lists, the command had a total property inventory population of 354 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 53 items when rounded to the nearest whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	159	44.92%	23.81	24
Telecommunications	112	31.64%	16.77	17
Fleet	15	4.24%	2.25	2
Weapons	68	19.21%	10.18	10
Total	354			53

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 48 of the 53 items were located. One item (postage scale, #90624) was attached to another item (mailing machine) when returned/transferred to Supply Services Unit. A memorandum is attached to the report outlining the transaction, along with the Credit Memo, CHP 266, form which

Buttonwillow Area Page 2 December 11, 2009

documents the return of the mailing machine. Additionally, four other items were transferred and require a correction to the property record. Also, during the inspection, one item (gun, was unavailable for inspection due to the employee being out of the office; however, a photo of the item was provided by the command to account for this item and is attached to the report. Another item (breath analyzer system PAS device, #153272) was unavailable for inspection but a photo was provided and included in the report. Furthermore, one of the 46 located items (hand-held radio, #R66769) requires a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 11, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

A

CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTIONS, AUDITS UNIT PROPERTY INSPECTION DISCREPANCY REPORT Buttonwillow Area - #426

Buttonwillow Area - #426 September 30, 2009

EQUIPMENT DESCRIPTION	CHP	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
FAX MACHINE	126622				×		CHP 266 Attached.
PRINTER	136792				×		CHP 266 Attached.
SLIDE PROJECTOR	86538				×		CHP 266 Attached.
MAILING MACHINE MOD E-200	87550				×		CHP 266 Attached.
POSTAGE SCALE MOD A510 P00D0065	90624				×		CHP 266. Item inadvertently returned, attached to another item. Refer to memo prepared by the area.
Hand-Held Radio	R66769						Sticker needs replacement.

B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Buttonwillow Area - #426

	ASSET #	DESCRIPTION	SERIAL #	X	z	A T	O .	OTHER
P.R.	OPERTY I	PROPERTY INSPECTION LIST TO EQUIPMENT						
	103609	CANOPY P0426D6006		×				
7	106857	CAMERA STILL 35MM TELLE80 P0426D7013	1509275	×	_			
m	112425	RADAR UNIT TRAFFIC	041554	×				
4	119820	VCR	KOKN02805	×				
S	126622	FAX MACHINE	L71684032			×		CHP 266
9	136792	PRINTER	JPDLR59647			×		CHP 266
7	143714	LAPTOP	L3KVXG4	×				
∞	145542	LAPTOP	0036912822	×				
6	145551	LAPTOP	0036912882	×				
22	148178	LAPTOP	0037264578	×				
=	149421	COMPUTER	2UA7100T25	×				
12	149423	COMPUTER	2UA7100SZ8	×				
13	149425	COMPUTER	2UA7100T16	×				
14	149584	COMPUTER	2UA7100SWN	×				
15	153272	BREATH ANALYZER SYSTEM PAS DEVICE	90102756-82		×		-	Photo attached.
16	157635	PRINTER	MY68U210BY	×		-		
17	162418	CANOPY, ROYAL BLUE/PMS YELLOW		×			-	
18	162547	GENERATOR		×				
19	86442	CAMERA SURESHOT	3437034	×				
20	86538	SLIDE PROJECTOR	A-474761			^	×	CHP 266
21	87550	MAILING MACHINE MOD E-200	59384			^	×	CHP 266

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Buttonwillow Area - #426

ATTACHMENT B

	ASSET#	DESCRIPTION	SERIAL #	X	Z	¥	H	Ų	OTHER
	22 90624	POSTAGE SCALE MOD A510 P00D0065	41181				×		CHP 266, Refer to memo.
	23 97586	CAMERA W/ACCESSORIES	1638530	×					
_	24 AF01884	COMPUTER VECTRA VL400 #040D2002	US13351040	×					

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Return Repair Transfer **CREDIT MEMO - EQUIPMENT** Loan, return by: CHP 266 (Rev. 10-07) OPI 076 FROM: (COMMAND NAME) LOCATION CODE PREPARED BY DATE **BUTTONWILLOW AREA** 426 LORIE BERGER 09/21/2009 TO: (COMMAND NAME) LOCATION CODE NUMBER BOXES/PIECES IN THIS SHIPMENT SUPPLIES SERVICES 76W SHIPPED VIA DRIVAR'S SIGNATURE SSU truck Other (specify): **EQUIPMENT** MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC. CHP NUMBER SERIAL NUMBER UNIT DESCRIPTION HQ USE ONLY CHECK IF (Incl. X, AF, SF, R #'s) DEFECTIVE STOCK SURVEY 102039 USFB228422 EA HP LASERJET 4 PRINTER 87549 1167072 EΛ IDEAL 2600 PAPER SHREDDER 126622 L71684032 BROTHER MFC 1770 FAX MACHINE EA NONE NONE EA OLIVETTI LINE A 98 TYPEWRITER NONE BROTHER EM-605 TYPEWRITER L13339057 EA 13792 JPDLR59647 PITNEY BOWES E-200 MAIL MACHINE . EA 87550 59384 🖛 PITNEY BOWES MAIL SCALE, EA L13339060 EA BROTHER TYPEWRITER

PRINTED NAME

RECEIVED BY (SIGNATURE)

AUTHORIZED BY

DATE



STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Return Repair Transfer **CREDIT MEMO - EQUIPMENT** Loan, return by: CHP 266 (Rev. 10-07) OPI 076 FROM: (COMMAND NAME) DATE LOCATION CODE PREPARED BY **BUTTONWILLOW AREA** 426 LORIE BERGER 09/11/2009 TO: (COMMAND NAME) LOCATION CODE NUMBER BOXES/PIECES IN THIS SHIPMENT SUPPLIES SERVICES 076 SHIPPED VIA DRIVER'S SIGNATURE SSU truck Other (specify): ONTRAC **EQUIPMENT** MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC. CHP NUMBER SERIAL NUMBER UNIT DESCRIPTION CHECK IF HQ USE ONLY (Incl. X, AF, SF, R #'s) DEFECTIVE STOCK SURVEY 86538 A-474761 EA KODAK EKTAGRAPHIC III ATS PROJECTOR WORKS FINE JUST OUTDATED,

PRINTED NAME

RECEIVED BY (SIGNATURE)

AUTHORIZED BY

DATE

Memorandum

Date:

September 29, 2009

To:

Buttonwillow Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No.:

426.11191

Subject:

CHP 266 (CREDIT MEMO - EQUIPMENT) CORRECTION

Buttonwillow Area recently returned a Pitney Bowes Mail Scale; model A510 P00D0065, CHP # 90624, to Supplies Services on September 21, 2009. The item was listed on the CHP 266 (Credit Memo – Equipment Form) with the Mailing Machine, model E-200, CHP #87550. The mail scale should have been listed separately on the CHP 266.

Doug Peters, I.D. 11191

Sergeant

C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMM PROPERTY INSPECTION REPORT Buttonwillow Area - #426

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y N A	T	C 0T	OTHER
	PROPERTY INSPECTION LIST TO EQUIPMENT	MENT						
R41740	Mobile Radio	1270700		9540366	×			
R45181	Mobile Repeater	1239874		7625850	×			
R45720	Mobile Repeater		1270374	7719930	×			
R46004	Mobile Repeater	1270989			×			
R52221	Base Station - rack type			8184824-4B	×			
R54464	Scanner	1240018		45006745	×			
R64782	Hand-Held Radio	17572		402AWY7387	×			
R65201	Hand-Held Radio	17230		402AWYB019	×			
R66769	Hand-Held Radio	15633		402AXA3936	×		X Sticker needs replacement.	ent.
R66782	Hand-Held Radio	16162		402AXA4325	×			
R66786	Hand-Held Radio	13728		402AXA4368	×			
R67668	Hand-Held Radio	16804	AREI-08	402AXA4034	×			
R70924	Battery Charger - Radio				×			
R80815	Scanner	1239874		95000784	×			
R86058	Control Head - Mobile	1240018			×			
R94157	Scanner	1270513		320244002984	×			
R97675	Control Head - Mobile							

D

CALIFORNIA HIGHWAY PATROL 2009 FLEET INSPECTION Buttonwillow Area - #426

OTHER													
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MODEL		Enforcement Sedan	Enforcement Sedan										
MANUFACTURER	O EQUIPMENT	Ford, 2009	Ford, 2008										
LICENSE NUMBER	TON LIST T	1248644	1270777										
EQUIPMENT ID	PROPERTY INSPECTION LIST TO EQUIPMENT	1248644	1270777										
	PR	_	CI.							- ;			

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Complete Area Inventory
426 - Buttonwillow

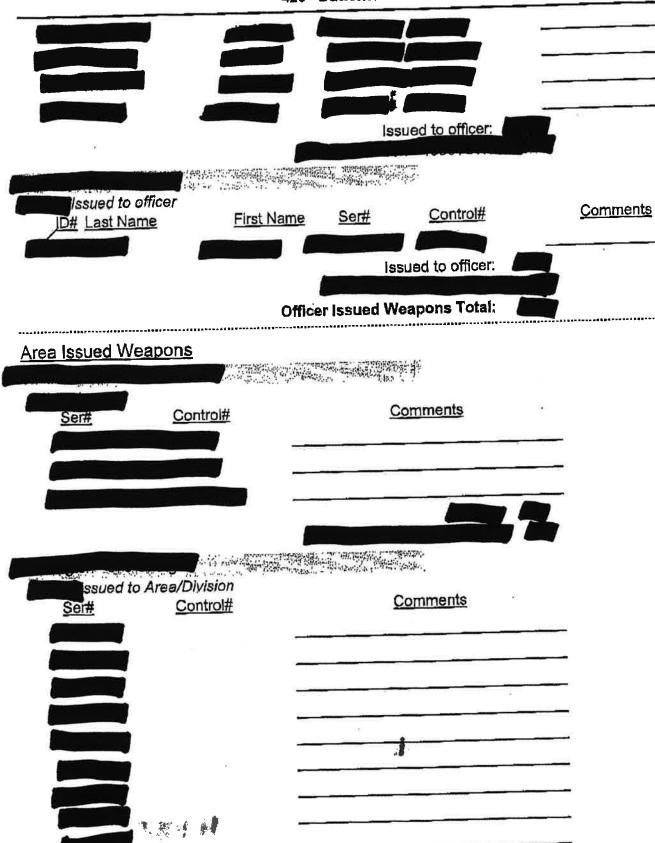
Officer Issued Weapons Issued to officer Comments Control# First Name Ser# ID# Last Name PHOTO

Department of California Highway Patrol

Complete Area Inventory

426 - Buttonwillow

September 14, 2009



Department of California Highway Patrol

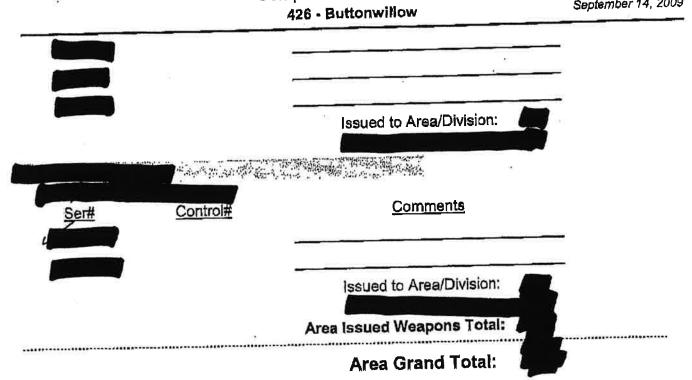
Complete Area Inventory 426 - Buttonwillow

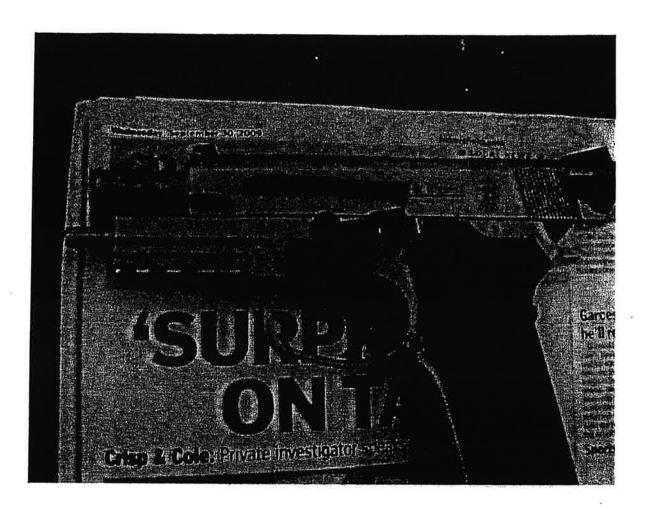
- Buttonwillow September 14, 2009

Issued to Area/Division:
<u>Comments</u>
Comments
Comments
<u>Còmments</u>

Department of California Highway Patrol Complete Area Inventory

September 14, 2009





WEAPON #